

29 July 1985

MEMORANDUM FOR: Curriculum Committee Members

FROM:

Assistant Director of Training for Curriculum

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SUBJECT: Minutes from 25 July Curriculum Committee Meeting

1. The ADC presented some changes in the composition of the Curriculum Committee. The following individuals are designated as members of the Curriculum Committee: EXO, C/LT, C/MATD, C/ITD, C/ISTD, C/CTD, C/WOTS. In addition, the following will serve as advisors to the Curriculum Committee: C/TSD, C/CBT, C/MPB, C/Plans Group, and an undesignated individual to provide guidance on instructional development and course validating. In addition, a subgroup panel of the Curriculum Committee will consider operations training issues. This is composed of: ADC (chairman), C/Operations Training Division, C/WOTS, C/CID, and EXO.

2. The Committee reviewed the courses scheduled for curriculum review during CY 1985. Third quarter reports are due on Scientific Weapons Intelligence for Operations, GIMS I, CIA Today and Tomorrow, Introduction to ADP, and the Advanced Intelligence Seminar. During the fourth quarter, reviews will be provided to the Committee on ITCIA and Records Management for Agency Personnel. Total curriculum reviews are required during the fourth quarter for analyst training, including the Seminar on Intelligence Successes and Failures, the Regional Substantive Program, EEO Training, and Management Training.

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3. C/MPB passed out a questionnaire asking for each operating component to designate their needs for media production during FY 1986. C/MPB will conduct interviews during August and develop a priority list of planned TV productions for each operating component.

4. C/CBT Group requested that each member review the priority list of production for computer-based training. Each member is to provide to C/CBT a revised list of priorities including new requirements for FY 1985. This revised list is due to C/CBT by 15 August.

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5. ADC and C/Plans Group reviewed the planning cycle which will be implemented for this year's planning. Essentially, the plan is an attempt to meet the D/OTE's requirement that curriculum drive resources. By 15 August, each component will provide the ADC the following:

- five-year goals;
- MBO initiative for FY 1986 with cost data;
- list of courses in priority order in numerical ranking or in three categories ranked from most essential to least essential
- baseline budget data for 1986.

6. [ ] briefed on the status of the DO needs survey. He indicated that approximately one-third of the interviews are completed. He has identified skills and knowledge areas within the DO. He intends to prepare a questionnaire which will be distributed sometime in September. A copy will be provided to members of the Curriculum Committee prior to distribution. [ ] believes the results will be ready for analysis in October. Curriculum Committee members indicated their approval of the process [ ] was engaged in and are looking forward to the result.

7. Messrs. [ ] provided a short briefing on the two proposed courses for the S&T, one on writing and one on briefing. They indicated that modified versions of these courses had been run in the S&T portion of the CT program with positive results. [ ] was advised that he needed to develop course objectives and to get out an OTE notice advising of the new courses. Both courses were approved as additions to the OTE curriculum. For the longer term, two concerns were expressed. One concern relates to the need to determine whether or not OTE ought to be providing directorate-specific training in such general skills as writing and briefing, or

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whether or not general courses might take care of all directorate needs. C/MATD and C/ITD have agreed to examine this issue and provide their analysis and recommendations to the Curriculum Committee sometime this fall. The second concern was expressed over the cost of the entire S&T Training Program. The OTE initiative for 1987 calling for OTE budgetary support was not approved in the DA rankings. C/ITD will do a short paper for the ADC and D/OTE on options for covering the costs. It was also noted that several more runnings are being asked for by the S&T than is currently planned. [redacted] indicated his belief that they were flexible enough to add additional course runnings if necessary. Concern was expressed about additional costs and classroom space required.

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8. C/MATD briefed the Curriculum Committee on the results of a survey conducted on secretarial training. Generally, the Secretarial Training Program appears to be on track. The survey indicated that at least three courses probably could be dropped or combined into other current secretarial programs, in particular, the courses entitled Re-entering the Workforce and Telephonic Techniques will be dropped. As indicated in the paper provided by C/MATD, there appears to be a need for additional training programs. The Curriculum Committee members agreed that some additional work needs to be done before MATD moves on the proposed changes. These include:

- brief ADC and D/OTE and obtain approval to continue; *done*
- brief STOs;
- prepare paper to ADDs with recommendations for changes and obtain ADDs' approval;
- brief Executive Director.

9. [redacted]

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briefed the Committee on training for DI intelligence assistants. Committee members questioned the DI training profile and expressed concern that there was possible overlap in the training courses, for example, utilizing group resources in the introductory intelligence assistant courses and then focusing on this subject intensively in the Leadership Styles

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and Behavior course. Panel members had no concern that intelligence assistants would meet the requirement for entry into the remaining courses designated in the training profile. The Analysis Training Branch (ATB) will develop an introductory course for intelligence assistants. The subject matter of this course was presented to the Curriculum Committee and was approved. ATB will also slightly adjust the Analysis Support Course to provide the appropriate kind of training for more experienced intelligence assistants. The DI in turn has agreed to provide a senior intelligence assistant to help assist in the design and implementation of these courses. With this understanding, the Curriculum Committee approved ATB's proposal. It was also suggested to C/ITD and C/ATB that they consider publishing a catalog of courses for intelligence assistants and making this catalog available to the appropriate offices within the DI. In this vein, there was also a discussion of developing a catalog for secretarial training. C/MATD indicated that this was a project he thought needed to be developed.

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